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23 December 1952

MEMORANDUM FOR: Assistant Deputy Director, Administration (I&S)  
General Counsel  
Assistant Director (Personnel)  
Auditor-in-Chief  
Comptroller  
Chief, Procurement and Supply Office  
Chief, Medical Staff  
Chief, General Services Office

SUBJECT : Personnel Ceilings.

1. Prior to further consideration of personnel ceilings, Mr. Wolf desires to have complete briefings by the central administrative office heads on their present tables of organization and ceilings with detailed justifications for all personnel.

2. Office heads should prepare such briefings, with appropriate aids, and present to Mr. Wolf according to the following schedule:

<u>Office Head</u>	<u>Date</u>	<u>Time</u>
Ch, Med Staff	23 December 1952	2:00 p.m.
Gen Coun	5 January 1952	2:00 p.m.
AD/A-I&S	5 January 1952	3:00 p.m.
AD/P	6 January 1952	3:00 p.m.
Ch, Gen Serv	7 January 1952	2:00 p.m.
Ch, P&SO	7 January 1952	3:00 p.m.
Auditor-in-Chief	8 January 1952	3:00 p.m.
Comp	8 January 1952	3:00 p.m.



L. K. WHITE  
Assistant Deputy Director  
(Administration)

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